



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 1610.3A

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OCT 31 1997

NSHS BETHESDA INSTRUCTION 1610.3A

From: Commanding Officer

Subj: COMMAND PERFORMANCE FITREP/EVALUATION SYSTEM

Ref: (a) BUPERSINST 1610.10

Encl: (1) Officer Fitrep Input Sheet
(2) Enlisted Evaluation Input
(3) Flow Charts

1. **Purpose.** To provide guidance in performance evaluations and establish an Enlisted Evaluation Quality Review Board (QRB) at the Naval School of Health Sciences, Bethesda in accordance with reference (a). The QRB will ensure that performance Evaluations/Fitness Reports (Fitreps) are an accurate appraisal of an individual's performance. This will include such tasks as reviewing performance evaluation reports for content and grammar/spelling.

2. **Cancellation.** NSHSBETHINST 1610.3

3. **Officer and Chief Petty Officers (CPOs) Fitreps**

a. Individuals are responsible for submitting enclosure (1) to their immediate supervisors no later than 60 days prior to ending date of the Fitrep.

b. Directors

(1) Will ensure all Officer Fitrep reports are submitted to the Commanding Officer's Secretary no later than 35 working days prior to the ending date of the Fitrep.

(2) Will ensure all CPOs Fitreps are submitted no later than 35 days prior to the ending dates.

c. The QRB will convene no later than 30 days prior to the ending dates and will consist of the following members:

(1) Officer Fitreps: The Commanding Officer will appoint in writing the Officer Fitness Report Quality Review Board (QRB).

(2) E-7 Fitreps QRB:

(a) Chairman: Command Master Chief

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(b) Board: All Senior and Master Chief Petty Officers

(3) E-8 Fitreps QRB:

(a) Chairman: Command Master Chief

(b) Board: All Master Chief Petty Officers

d. The Commanding Officer is the Reporting Senior for all Officers and CPOs.

e. Upon detachment of the Commanding Officer a fitness report will be required for all Officers.

f. The CO's Secretary will:

(1) Ensure all Fitreps are completed on schedule.

(2) Act as recorder on the QRB for E-7, E-8 and E-9.

(3) Prepare summary letters for each summary group.

(4) Maintain a Fitrep log.

(5) Maintain file copies of all Fitreps for 5 calendar years.

(6) Submit an electronic copy on computer diskette to BUPERS.

4. Staff E-6 and Below Evaluations

a. Raters will be a CPO within the member's chain of command or the Senior Enlisted Leader if a CPO is not in their chain of command. Individuals are responsible for submitting enclosure (2) to their rater 45 days prior to the ending date of the evaluation. Raters will be responsible for preparing and submitting the evaluation to the Senior Rater for review.

b. Senior Raters are responsible for sending the evaluation to the Head, Administrative Support Department for the QRB.

(1) The CO is the reporting senior for E-6 and E-5 evaluations.

(2) CPOs and above may be delegated as the reporting senior for all E-4 and below evaluations.

c. The QRB will convene no later than 30 days prior to the ending period and will consist of the following members:

(1) Chairman: Command Master Chief

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(2) Board: Chief, Senior Chief, and Master Chief Petty Officers.

d. Administrative Support Department Responsibilities:

(1) Maintain command files of all evaluations for 2 calendar years.

(2) Submit electronic copy on computer diskette to BUPERS on all E-5 and E-6 staff evaluations.

5. Student E-6 and Below Evaluations

a. Raters will be a CPO within the member's chain of command or their Directorate if a CPO is not in their chain of command. Individuals are responsible for submitting enclosure (2) to their rater 45 days prior the ending date of the evaluation. Raters will be responsible for preparing the evaluation and submitting it to the Senior Rater for review.

b. Education Support Department Responsibilities:

(1) Forward a copy of all enlisted students' evaluations to the Administrative Support Department to be maintained for 2 Calendar years.

(2) Submit an electronic copy on computer diskette to BUPERS on all E-5 and E-6 student evaluations.

c. All Periodic/Regular evaluations will be submitted as NOT OBSERVED and all transfer evaluations will be OBSERVED. The only exception is Physical Therapy School, which is less than 3 months with transfer evaluations marked as NOT OBSERVED.

d. Individual traits to be marked will depend on the school environment, performance of each student and any class officer positions held by a student.

e. Special evaluations will also be submitted as required. These evaluations will include those required for ADVANCEMENT, FROCKING and PROMOTIONS, pending boards, special programs and pending administrative or disciplinary action.

6. Counseling will be provided for all staff members at the mid-point of the periodic report cycle and verbal counseling when the report is signed.

7. The Administrative Support Department will prepare a quarterly command notice with the required submission dates for fitreps/evaluations required for the following quarter.

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8. Block 28 for both NAVPERS 1616/26 and NAVPERS 1610/2 will read as follows:

To conduct entry through advanced levels of education and training for officer and enlisted medical department personnel to ensure maximum responsiveness to operational and professional requirements.

9. For clarification of the process see flow charts in enclosure (3).



J. F. CAFFEY

Distribution:
List II

OFFICER FITREP INPUT SHEET

NAME: _____ RANK/CORPS: _____
Last, First, MI

SSN/DESIGNATOR: _____ UIC: _____

PERIODIC/TRANSFER/OTHER TRANSFER DATE: _____

LAST FITREP: _____ DATE: _____

MOST RECENT PRT RESULTS:

PERFORMANCE OUTCOMES NARRATIVE: WITHIN THIS POST REPORTING PERIOD, IDENTIFY THOSE PERFORMANCE OUTCOMES YOU HAVE ACCOMPLISHED WITH EMPHASIS ON THE FOLLOWING GENERAL CATEGORIES:

- a) Professional expertise
- b) Equal opportunity
- c) Military Bearing
- d) Team work
- e) Mission accomplishment
- f) Leadership

QUALITY IMPROVEMENT ACTIVITIES: (readings; training; participation in process action teams; implementation in your department)

COMMITTEES/COLLATERAL DUTIES ASSIGNED (WATCHSTANDING, ACTING CO, XO, DIRECTOR, ETC.) SUMMARY OF ACTION, AND TOTAL OPTAR DOLLARS MANAGED:

SUPERVISORY RESPONSIBILITIES: (INCLUDE NUMBER AND TYPE PERSONNEL SUPERVISED)

LIAISON RESPONSIBILITIES: (CINC'S/CIVILIAN AGENCIES/SENIOR STAFFS/CO's ETC.)

COMMUNITY AND CIVIC PARTICIPATION:

Enclosure (1)

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PROFESSIONAL DEVELOPMENT ACTIVITIES: (OFF DUTY EDUCATION,
SEMINARS, ETC)

AWARDS RECIEVED:

PREFERENCE FOR FUTURE DUTY ASSIGNMENTS/DUINS:

OTHER ITEMS FOR CONSIDERATION:

ENLISTED EVALUATION INPUT

Last,	First,	MI	SSN	Grade/Rate
USN/USNR/TAR		Warfare Qualifications		UIC:
Periodic/Transfer/Other Circle One		Ending Date of last eval:		Transfer Date:

Most recent PRT results:

Primary Duties:(include OPTAR managed)

Collateral Duties:

Watchstanding Duties:

Performance Outcomes Narrative: within this post reporting period, identify those performance outcomes you have accomplished with emphasis on the following general categories:

- a) Professional expertise
- b) Equal opportunity
- c) Military Bearing
- d) Team work
- e) Mission accomplishment
- f) Leadership

QUALITY IMPROVEMENT ACTIVITIES: (readings; training; participation in process action teams; implementation in your department)

Military education/qualifications/courses completed:

Enclosure (2)

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Civilian education/qualifications/courses completed:

Military/civilian educational degrees completed:

Special personal awards/recognition:

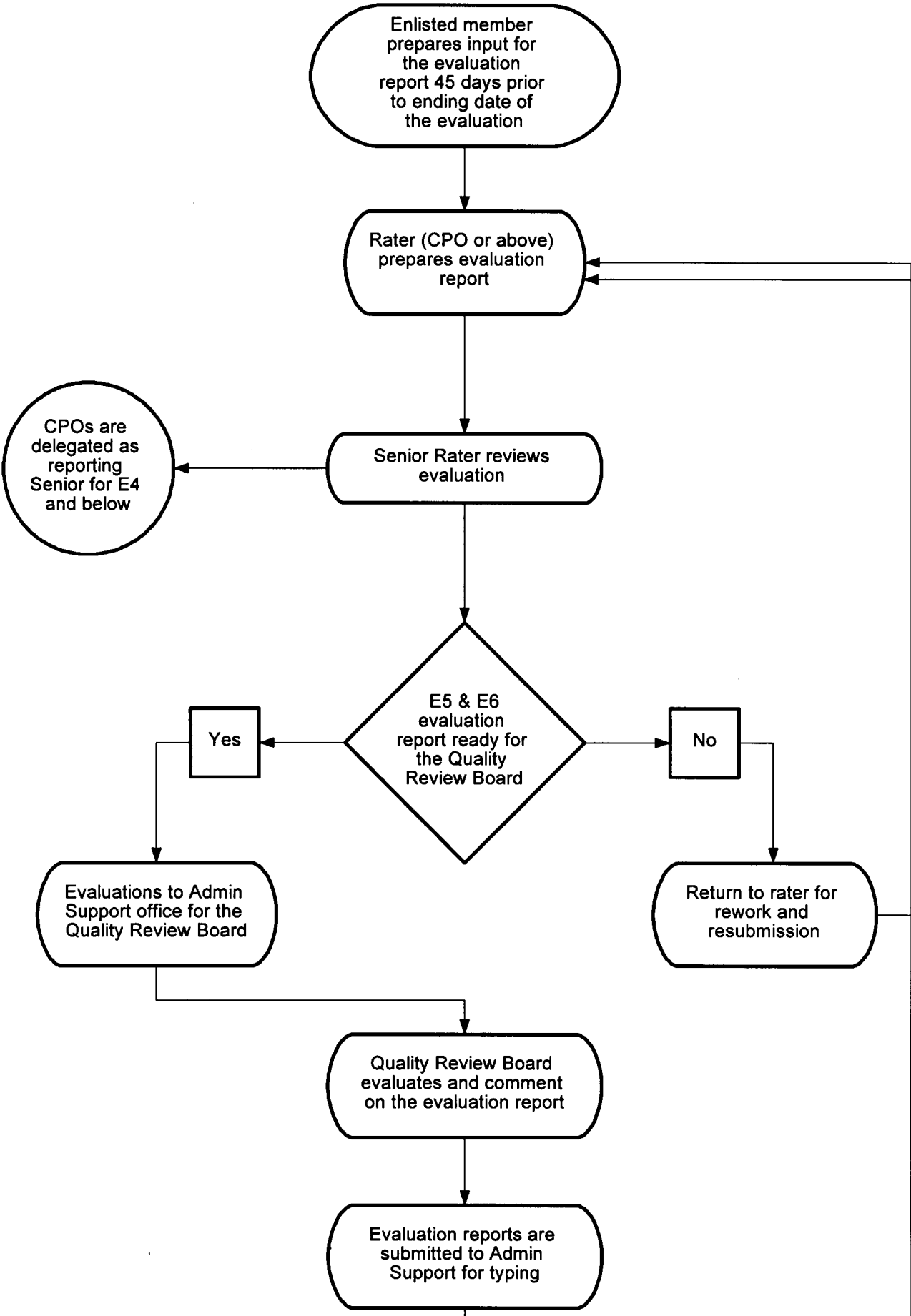
Community involvement:

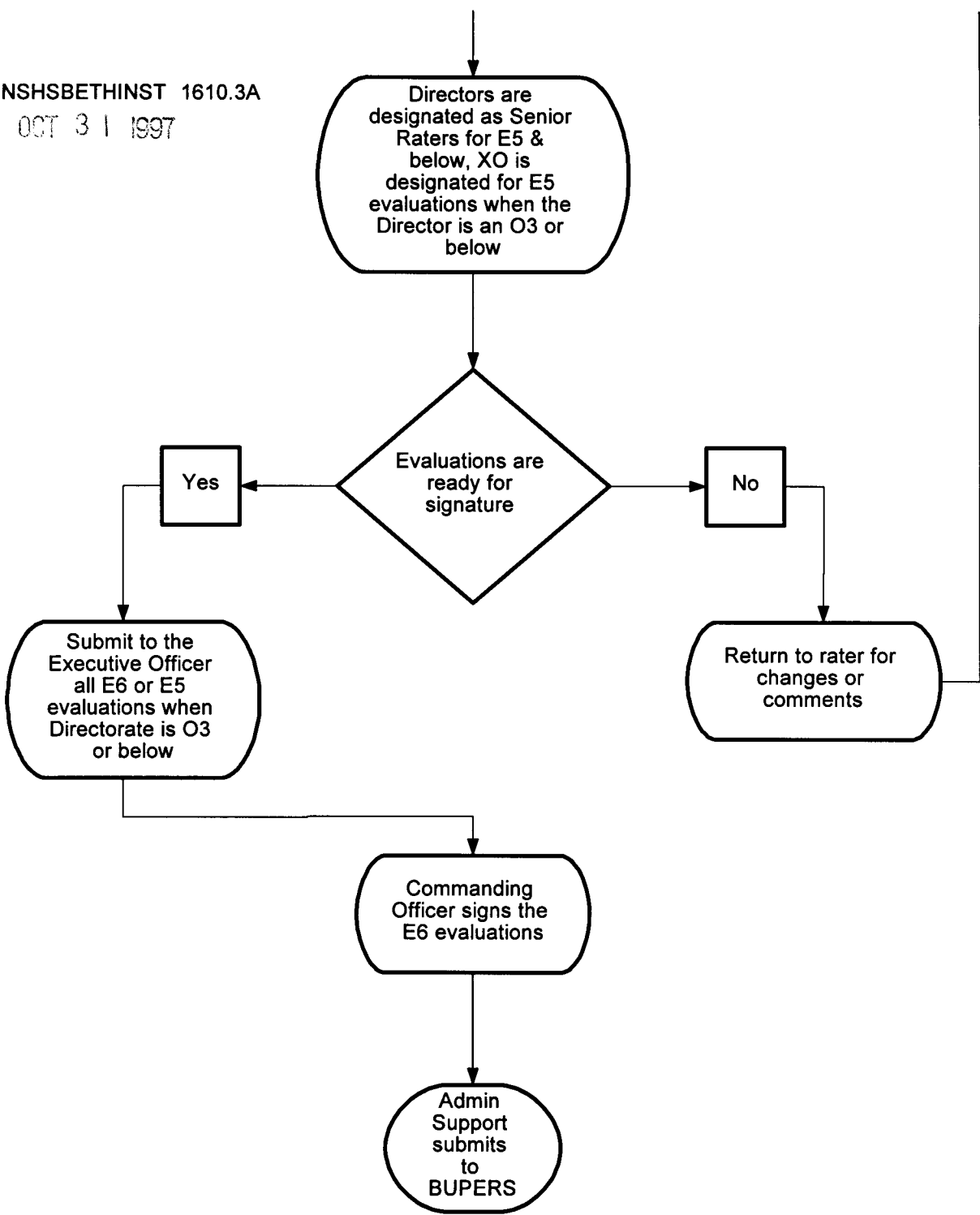
Supervision/direct:

Equipment:

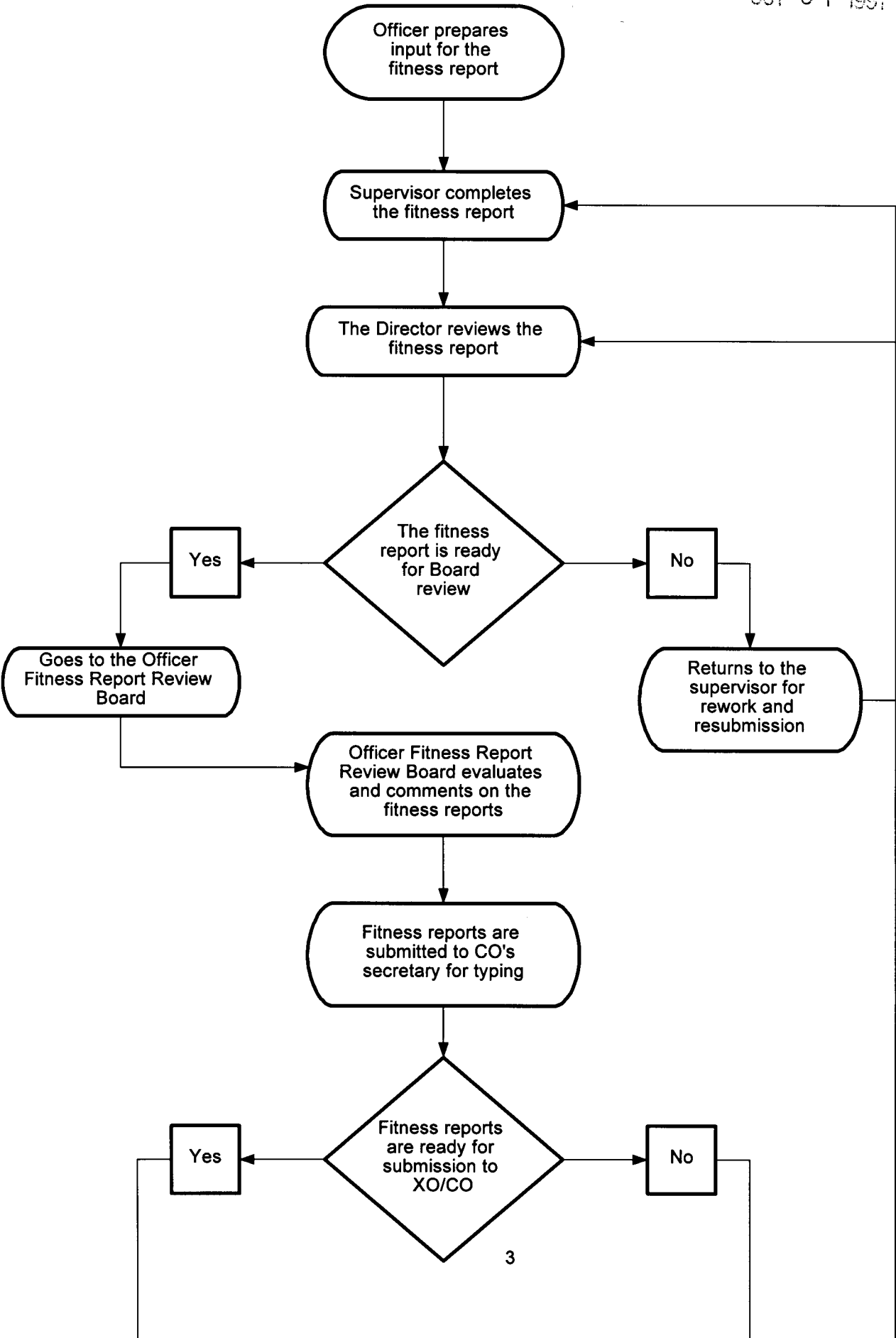
Future career interest (schools/assignments):

Other items for consideration:





OFFICER FITREP



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Submit to the
Executive Officer

Commanding
Officer signs the
Officer Fitness
Reports

Submits
to
BUPERS

Return to Director
for changes or
comments